

## NEW HAMPSHIRE ARMY NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT Human Resource Office (NHAG-HR) State Military Reservation 4 Pembroke Road Concord, NH 03301-5652



#### PLEASE POST IN A PROMINENT LOCATION

#### PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE

**ANNOUNCEMENT DATE 20 April 2006** 

**ANNOUNCEMENT NUMBER NH06-031(AR)** 

## POSITION TITLE, SERIES/GRADE (S)

Human Resources Specialist (AMEDD)

GS-0201-09

MAXIMUM MILITARY GRADE AVAILABLE: SFC/E7

## **POSITION DESCRIPTION NUMBER** 70553

# SALARY RANGE

GS-09 start pay is \$45,806 per year

Promotion rules apply for technicians currently on board.

## **AREA OF CONSIDERATION**

AREA I all excepted permanent technicians of the NHNG
AREA II all members of the New Hampshire National Guard

AREA III all individuals eligible to become members of the NH National Guard

# **CLOSING DATE**

AREA I 10 May 2006 AREA II/III 17 May 2006

## **DUTY LOCATION**

Recruiting & Retention Command Concord, NH 03301

# **TYPE OF APPOINTMENT**

Permanent-Enlisted-Technician

# FOR ADDITIONAL INFORMATION

Contact MSgt John Symington at DSN 684-9348, commercial (603) 225-1332, or e-mail john.Symington@nh.ngb.army.mil NH National Guard job postings are available at www.nhpeas.ang.af.mil/hro/jobs or all states at http://www.neguard.com/jobs/Docs/statepoc.htm

#### INSTRUCTIONS FOR APPLYING

Applicants may choose to submit an OF 612, or a resume.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.

## YOUR RESUME OR APPLICATION SHOULD CONTAIN AS A MINIMUM

- announcement number
- title and grade(s) of the position you are applying for
- full name, mailing address (with zip code), day and evening phone numbers (with area code)
- social security number
- current military grade/rank
- current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade
- \* full country of citizenship
- \* high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received
- \* personal military experience (DD Form 214)

#### \*AREA II/III applicants only

<u>MAIL RESTRICTION</u>: Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes or postage.

**EXCEPTED SERVICE REQUIREMENT**: Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

#### NATIONAL GUARD MEMBERSHIP IS REQUIRED

## **EQUAL EMPLOYMENT OPPORTUNITY**

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

# **OTHER PERTINENT DATA**

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Management Agreement.

#### THE FILLING OF THIS POSITION IS SUBJECT TO THE AVAILABILITY OF MANPOWER SPACE.

#### REIMBURSEMENT FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES ARE NOT AUTHORIZED

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit to a financial institution for all Federal wage or salary payments.

If you are a male born after 31 December 1959, and you desire employment with the Federal Government, you must be registered with Selective Service.

OTHER REQUIREMENTS: In order to comply with the NGB compatibility criteria, selected individual will be immediately assigned DMOS 42A

# **MINIMUM QUALIFICATIONS REQUIREMENT (S)**

\* Each applicant must fully substantiate on their application how they meet the requirements listed below otherwise, the applicant will be found unqualified for this position.

**GENERAL EXPERIENCE**: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

# SPECIALIZED EXPERIENCE: 24 Months experience which describes...

- Knowledge of laws, rules, regulations and precedents relating to military personnel programs
- Skill in oral and written communication in expressing and security information
- Ability to interpret and apply rules and regulations
- Knowledge of military organization structure.

**BRIEF JOB DESCRIPTION** This position is located in the Recruiting and Retention Branch of the Army National Guard (ARNG) in the State of New Hampshire. The purpose of the position is to serve as program support to the Army Medical Department (AMED) Strength Manager. The mission is to adhere to the three tenants of the Strength Maintenance Program: recruiting, retention and attrition of all Health Care, Chaplin, and Staff Judge Advisor (SJA) professionals within the state.. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL:

DEBORAH L. CARTER, COL, NHNG Director of Human Resources